



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of Human Resources

Town Clerk Assistant and Welfare Caseworker Job Description

Job Summary

The Town Clerk Assistant is responsible for all duties as directed by the Town Clerk in accordance with established State laws and Town ordinances. The Town Clerk Assistant is responsible for supporting the everyday functions of the Town Clerk's Office. The Welfare Caseworker is responsible for administering the Town's statutory requirements under RSA 165 (General Assistance). The Welfare Caseworker is responsible for providing information and services, reviewing and updating policies and procedures, and preparing and submitting all required reports. This position is expected to dedicate a minimum of 30 hours per week to the Town Clerk Assistant responsibilities and a minimum of five hours per week to the Welfare Caseworker responsibilities with regularly scheduled hours for each. Employee is expected to be available to respond to emergent Welfare circumstances during all working hours.

Town Clerk Assistant

Supervision Received

Town Clerk and Deputy Town Clerk

Supervision Exercised

None

Examples of Duties and Responsibilities – Town Clerk Assistant

- Serves as assistant to the Town Clerk and Deputy Town Clerk.
- Serves as a State sub-station agent for motor vehicle registration. Assists in maintaining customer records on computer.
- Issues permits and licenses in accordance with state law and town ordinances, e.g. marriage intentions and licenses, dog licenses. Collects and records fees, maintains rabies certificates per RSA 466:16.
- Files motor vehicle registrations, title applications, rabies certificates, etc.
- Assists Town Clerk and Deputy Town Clerk in registering voters, processing of absentee ballot requests, provides absentee ballots to eligible voters.
- Assists in preparation for municipal, State and national elections and works at elections in capacities governed by residency (which is required within 6 months of hire).
- Searches records to provide requested information to general public or other officials who are making inquiries via telephone, written communication or in person.
- Creates a variety of material including correspondences and notices.
- Answers incoming telephone calls and makes calls to customers as required.
- Attends continuing educational training as requested by the Town Clerk.
- Assists with daily deposits and transfers.
- Performs general office duties and other related duties as required by the Town Clerk.



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The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

Knowledge, Skills, and Abilities – Town Clerk Assistant

- An associate degree in business, bookkeeping or related occupational field OR equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
- Must be able to be certified to perform online Municipal Agent work within 3 months of hire.
- Knowledge of state and local laws governing elections, motor vehicle registration, licensing, vital statistics and related laws governing operations of the Town Clerk's Office.
- Knowledge of town ordinances, policies, practices and procedures.
- Knowledge of office practices and procedures, particularly records maintenance.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.
- Skill in the use of computers and standard office equipment, such as printer, facsimile machine, adding machine and copier.
- Ability to maintain records.
- Ability to deal effectively with the public over the telephone and in person.
- Ability to establish and maintain effective working relationships with town officials, employees and the general public.
- Ability to maintain confidential information.
- Ability to make accurate arithmetic calculations and accuracy in typing.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Welfare Caseworker

Supervision Received

Town Administrator

Supervision Exercised

None

Examples of Duties and Responsibilities – Welfare Caseworker

- Administer the Town's statutory requirements under RSA 165 (General Assistance).
- Provide information and referral services to Barrington residents in need.



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- Develop policies, procedures, rules and regulations for the department, including annual review of the Department's policies, procedures and guidelines in order to recommend changes when and where appropriate.
- Review General Assistance Guidelines annually and recommend necessary updates in order to maintain compliance with State and Federal statutes.
- Maintain membership and participation in New Hampshire Municipal Association Local Welfare Directors group.
- Conduct interviews with General Assistance applicants in order to determine eligibility for assistance.
- Review all paperwork submitted by applicants, verify documentation, and conduct necessary research in order to make an eligibility decision.
- Provide applicants and recipients with referrals to any and all necessary services.
- Document all client interactions and maintain files and databases of client and provider contacts.
- Schedule and conduct follow-up appointments as needed.
- Rile and release Welfare liens as required under RSA 165. Maintain Welfare Lien Lists and Welfare Lien Database for Town.
- Investigate, document, and process fraud and abuse cases with assistance from Police Department.
- Develop and maintain working relationships with Local, State and Federal agencies to utilize their services on behalf of applicants in order to reduce expenditure of Town funds.
- Attend job related trainings and workshops as needed in consultation with the Welfare Director.
- Establish and maintain working relationships with vendors and service providers (i.e. landlords, homeless shelters, grocery stores, pharmacies, funeral homes, utilities, etc.).
- Conduct telephone interviews with clients to determine necessary course of action.
- Make emergency housing placements as needed.
- Conduct home visits as per Town Guidelines, as necessary in order to assess need for services.
- Responsible for providing financial vouchers on behalf of clients to various vendors and securing payment to vendors through the Town's Finance Department.
- Responsible for keeping accurate records of general assistance expenditures.
- Responsible for seeking charitable contributions for clients, when appropriate, to offset cost to the Town.
- Prepare and submit all required reports for the Welfare function.



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Knowledge, Skills, and Abilities – Welfare Caseworker

- High School Diploma or GED required. Post-secondary degree preferred.
- Experience working with people in need from various backgrounds.
- Ability to read and interpret rules, regulations, and ordinances at an advanced level.
- Proficiency in Office applications including Word and Excel.
- Knowledge of applicable State and Federal statutes and Town guidelines.
- Ability to prepare comprehensive research studies, analyze problems, prepare technical reports, and formulate recommendations.
- Ability to communicate effectively.
- Ability to establish and maintain effective working relationships with Town officials, employees, other service providers, and the public.

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Working Conditions and Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing this job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extended periods, stand frequently, use hands and finger, handle, and feel objects or controls, reach with hands and arms, bend, and lift and/or move 25 pounds or less.

The Deputy Town Clerk must be able to multitask and be able to deal with difficult people and situations. The noise level in the office environment is usually noisy, making communications a challenge.



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Primary Physical Requirements	Other Physical Considerations								
Lift up to 10 lbs.: Frequently required. Lift up to 25 lbs.: Occasionally required. Lift 26 to 50 lbs.: Rarely required. Lift over 50 lbs.: Rarely required.	Twisting: Frequently required. Bending: Frequently required. Crawling: Rarely required. Squatting: Rarely required.								
Carry up to 10 lbs.: Frequently required. Carry 11 to 25 lbs.: Occasionally required. Carry 26 to 50 lbs.: Rarely required. Carry over 50 lbs.: Rarely required.	Kneeling: Rarely required Crouching: Occasionally required. Climbing: Rarely required. Balancing: Rarely required.								
Reach above shoulder height: Occasionally required. Reach at shoulder height: Frequently required. Reach below shoulder height: Frequently required.	Work Surface(s) Indoor surfaces; may include uneven surfaces.								
Push/Pull: Frequently required									
Hand Manipulation									
Grasping: Frequently required. Handling: Frequently required. Torqueing: Rarely required Touching: Frequently required. Controls and Equipment: Standard office equipment	During an 8 Hour Day Employee is Required to: <table> <tr> <th><u>Consecutive Hours</u></th><th><u>Total Hours</u></th></tr> <tr> <td>Sit: approximately 3</td><td>Up to 8</td></tr> <tr> <td>Stand: approximately 4</td><td>Up to 8</td></tr> <tr> <td>Walk: approximately 1</td><td>Up to 2</td></tr> </table>	<u>Consecutive Hours</u>	<u>Total Hours</u>	Sit: approximately 3	Up to 8	Stand: approximately 4	Up to 8	Walk: approximately 1	Up to 2
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